



SAINT PAUL FEDERATION
OF EDUCATORS LOCAL 28

Financial Policy

(Revised 06.3.96; 06.3.02; 05.10.10; 05.09.12, 02.09.15; 03.19.19;2025)

Saint Paul Federation of Educators FINANCIAL POLICIES

This policy is to assist members in travel and/or incurring expenses that are reimbursed by St. Paul Federation of Educators (SPFE). SPFE is accountable to the membership for the prudent stewardship of the organization's funds and must provide clear guidelines on how the funds are spent. To fulfill this responsibility, SPFE reserves the right to request additional documentation where necessary to substantiate expenses, or to deny reimbursement for expenses that are outside this policy.

Members have a responsibility to utilize the organization's resources in a prudent and efficient manner and to avoid unnecessary expense.

Out of Town Conferences, Conventions and Workshops – Reimbursable Travel Expenses and Procedures

Receipts, Vouchers and Requests for Payment

1. Original, itemized, dated and signed receipts are necessary for reimbursement. Any lost or non-itemized receipts must have an attached written explanation and be approved by an officer. Reimbursement forms must bear signature of payee, information on specific reason for expense, workshop, training, etc. and identify the people involved in the expenses. All receipts must be submitted within 30 days unless otherwise specified. Exceptions due to extraordinary circumstances may be approved by full Executive Board.
2. For each out of town conference, convention, or workshop which includes three or more people, a Travel Lead will be assigned who will be in charge of distributing and collecting the Travel Expense Reimbursement forms from each person. The Travel Lead will be responsible for confirming and assisting with the booking of the flights, registrations, and hotel rooms in order to streamline the travel process for the group. Individuals may book their own flights if desired.

Transportation

1. Air transportation, coach rate whenever possible, to and from the activity's destination.
2. Transportation at destination shall be by cab, rideshare service, airline, limousine, or public transit. Rental fees may be reimbursed in situations where a rental would be cost efficient - if approved in advance. In instances in which transportation is shared, one receipt should be

submitted.

3. Members/employees who choose an alternative method of transportation to airfare, reimbursement shall be based on round trip air coach or the current standard amount paid per mile based on the IRS rate at the time of travel, whichever is less. If passengers accompany the driver, only the driver shall be reimbursed. Lodging and meals during travel by car may be reimbursed for members if mileage is less than the cost of airfare.

Lodging

1. Sharing of rooms is preferred to be responsible with our members' dues.
2. Members with disabilities or other needs may request a private single room, and it will be covered at the rate for 1 single room.
3. Expenses for additional occupants are not covered or reimbursable.
4. Anyone who voluntarily changes the provided accommodations will be responsible for additional costs incurred.

Meals

1. Members and staff will be given a per diem for meals during travel in accordance to the GSA website (<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>). Per diem payments can be picked up from the SPFE office two days prior to leaving for the event. If the member does not attend any part of the event, they may be billed for any per diem owed. Team Lead will be in charge of monitoring attendance.
<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
2. For a partial day activity or when meals are provided as part of the activity, the amount provided for meals will be adjusted based on the amount from the GSA website.
3. The exception to this policy will be the one SPFE delegation meal. Such meals are to be at a moderately priced, preferably union restaurant.

Miscellaneous

1. No additional expenses will be paid by SPFE for any officer, delegate or employee (see exception) above and beyond the allotted stipend for AFT, TEACH, etc. without prior Executive Board approval.
2. In cases where SPFE does not pay registration fees in advance the member can request reimbursement.
3. Materials purchased at workshops or conferences that are needed for the meetings or are to become property of SPFE shall require receipts for reimbursement.
4. Any unusual expenditure not outlined in the items above shall be forwarded to the Financial Review Committee for review and recommendation.
5. When expenses are paid by SPFE, member attendance at the meeting or convention is required. If the member does not attend any part of the event, they may be billed for any per diem owed.
6. SPFE will not reimburse childcare fees.

7. The president shall provide written monthly reports to the Executive Board of all substitutes needed for UBL requested by SPFE for all SPFE activities that month.
8. SPFE will reimburse the cost of returning home in an incident involving an immediate family member (parent, sibling, spouse and child) that requires the individual's immediate attention. In the event you are unable to attend due to an immediate family member emergency, reimbursement for already incurred expenses will be reviewed by SPFE Officers. Per diems for the unused portion of the activity shall be returned to SPFE.
9. When attending a conference that requires travel expenses paid by SPFE, members are expected to show evidence of effort to fully participate during the conference or convention, with the intent to give back to their union. If members are not showing evidence of effort, members may be ineligible to participate in future conventions or conferences.
 - a. Examples of potential ways to give back to SPFE (but not limited to):
 - i. Being a building or site steward
 - ii. Being a member of the executive board
 - iii. Being a bargaining team member and CAT team member
 - iv. Being a part of COPE
 - v. Sharing or presenting at membership meeting about conference
 - vi. Attend membership meeting and thank the membership for the conference
 - vii. Making a short video to inform members about conference
 - viii. Create a 1 page summary of the conference
 - ix. Or other ideas proposed by the member
10. Recommendation from the Financial Audit Committee 11/21/22: Members should complete a Form prior to agreeing to travel and commit to attending a conference or convention and giving back to the union.

Cancellation Policy

Members must notify SPFE 72 hours in advance of cancellation for any conference or travel event sponsored by SPFE. If members cancel more than once they will be asked in the future to pay the upfront costs of their travel, and they will be reimbursed after the trip.

Exception

1. In instances where an employee has been directed to attend, or the president as part of their duties and responsibilities attends an out of town event/activity, all travel expenses, airfare, hotel single occupancy rate, transportation expenses and meals (as outlined above) will be paid in full by SPFE in lieu of the activity's stipend.
2. Exceptions to the policy will be explained to the finance committee and approved or denied by committee. Exceptions over \$250 will be brought to the full executive board through the finance committee.

Local Conferences, Conventions, Workshops

Meetings Receipts, Vouchers and Requests for Payment

Original, itemized, dated and signed receipts are necessary for reimbursement.

Reimbursement forms must bear signature of payee, information on specific reason for expense, (workshop, training, etc.) and identities of the people involved in the expenses. All receipts must be submitted within 30 days of expenditure or unless otherwise specified.

Exceptions are to be approved by the full Executive Board.

Transportation

SPFE will not reimburse mileage incurred in the seven-county metropolitan area with the exception of SPFE employees.

Lodging

SPFE will not reimburse lodging incurred in the seven-county metropolitan area without pre-approval by the Executive Board.

Meals

1. Individuals will not be reimbursed for meals when meals are offered as part of the activity. If required dietary accommodations cannot be made, the individual may be reimbursed for \$15 for breakfast, \$20 for lunch, and \$35 for dinner.
2. After two hours of work and when a working committee extends over the meal hour, the union may pay for a moderately priced meal for all committee members eating together. These meals will preferably be purchased from held at a union establishment.
3. Snacks and beverages for projects, committees, workshops, etc. will be reimbursed up to \$3 per registered person per day.

Miscellaneous

1. SPFE is committed to providing childcare at SPFE events. SPFE will not reimburse childcare fees.
2. Stewards will be reimbursed up to \$1 per active member once per school year for snacks they provide for a meeting.